



SMALL PROCUREMENT DOCUMENTS

for Construction Related Professional Services - RFP, Proposal & Award per AS 36.30.320 and 2 AAC 12.400

PART A - REQUEST FOR PROPOSALS

GENERAL INFORMATION

These documents consist of three parts (Part A - Request for Proposals; Part B - Proposal Form; Part C - Contract Award, Notice to Proceed & Invoice Summary), -- **plus the current edition dated January 2018 of the Standard Provisions Booklet** (DOT&PF Standard Provisions for Small Procurements of Construction Related Professional Services) that is hereby incorporated by reference. The Booklet will not be distributed with any of the three parts; however, a

copy may be obtained on the DOT&PF website at the following link: <http://www.dot.state.ak.us/procurement>. The Booklet contains copies of the Small Procurements Procedure (Chapter 2 of the PSA Manual), Appendix A (General Conditions), Appendix C (Compensation), Exhibit C-1 (Methods of Payment), Appendix D (Indemnification and Insurance), and Appendix E (Certification for Licenses and Insurance).

Project Title: Diesel Engine Generator Set Review & Cost Estimates	Contracting Agency: Alaska Energy Authority 813 West Northern Lights Anchorage, AK 99503
Project Number(s): 350324 IRFP #: 18070	
Agency Contact: Rebecca Garrett, Program Manager	Phone: (907) 771-3042 Fax: (907) 771-3044
Estimated Amount of Proposed Contract:	<input checked="" type="checkbox"/> less than \$50,000 <input type="checkbox"/> \$50,000 to \$100,000 <input type="checkbox"/> \$100,000 to \$150,000 <input type="checkbox"/> \$150,000 to \$200,000

REQUIRED SERVICES: are described in the enclosure consisting of 2 pages, dated 6/8/18.

Note: Offerors shall carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the purchasing authority before proposal due date. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective solicitation and exposure of Offeror's proposals upon which award could not be made. Protests based upon any omission, error, or the content of the solicitation will be disallowed if not made in writing before the proposal due date.

PERIOD OF PERFORMANCE: Begin: June 2018 End: September 30, 2018

PROPOSAL FORMAT

Written proposals to provide the required services shall consist of the enclosed "Part B - Proposal Form", completed as indicated, plus a **letter not to exceed five (8.5" x 11") pages**. If a Price Estimate

is required, the page limit does not include the Price Estimate. Proposals that exceed the page limit may be disqualified. Proposals may be faxed or hand delivered to the Contracting Agency.

PRICE AND METHOD OF PAYMENT

A Price Estimate is NOT required with your proposal. The selected Offeror shall submit a Price Estimate within **one** business day following a request from the Contracting Agency.

A Price Estimate is required with your proposal.

A Price Estimate shall include all tasks to perform the contract and be prepared in the format shown below. Note that a Price Estimate is not a bid. It is a negotiable offer. A Fixed Price contract is desirable; however, a Cost Reimbursement contract may result if a Fixed Price cannot be negotiated.

PRICE ESTIMATE FORMAT (if required per above)

Provide a proposed total hourly Billing Rate (i.e. inclusive of Direct Cost of Direct Labor, all Indirect Costs, and Fee) only for each of the job **FUNCTIONS** listed below. Note: Some of these functions may be performed by one or more employees of the Offeror or Subcontractors; consequently, an individual might be billed under the contract at different rates appropriate to the functions performed. **Only the maximum rate paid to any individual for each listed job function** - regardless of employer (Offeror or Subcontractor) - **must be provided and will be considered for this response.**

1. Contract Management \$ _____/HR (Estimated at 5% of total labor effort)
2. Project Management \$ _____/HR (Estimated at 5% of total labor effort)
3. Estimator \$ _____/HR (Estimated at 85% of total labor effort)
4. Field Tech \$ _____/HR (Estimated at 5% of total labor effort)

SUBMITTAL DEADLINE AND LOCATION

DATE: **June 15, 2018**

PREVAILING TIME: **12:00 PM**

FAX: **(907) 771-3044**

OR Email: **kbentler@aidea.org**

Hand deliver proposal directly to following location, and person, if named; or Fax to a number above:

Alaska Energy Authority
Attn: Kris Bentler
813 West Northern Lights
Anchorage, AK 99503

When submitting proposals, please make sure to identify the project title and the IRFP number on the outer envelope of the submittal package

Late proposals will not be considered. **Offerors** are responsible to assure timely delivery and receipt and **are encouraged to respond at least four business hours prior to the above deadline.** Any addendum issued less than 24 hours prior to a Deadline will extend that Deadline by a minimum of an additional 24 hours. The Contracting Agency shall not be responsible for any communication equipment failures or congestion and will not extend the deadline for any proposals not received in their entirety prior to the deadline. Except for hand delivered proposals, confirmation of receipt by telephone or other means four hours or less prior to deadline will **not** be provided. (An out-of-town/state Offeror may electronically transmit their proposal to a local personal representative who may reproduce a copy of it and deliver it "in person" to the submittal location prior to the deadline.)

BASIS OF SELECTION

This solicitation does not guarantee that a contract will be awarded. All proposals may be summarily rejected. Our intent, however, is to select a Contractor based on the following scoring: The maximum hourly rates proposed for the job functions listed above will be multiplied by the percentage of total labor effort (estimated above) and then summed to obtain an aggregate rate for each Offeror. If more than one rate is provided for any job function, only the highest rate will be used. Each Offeror's score will be calculated using the following equation - except that the **score will be zero if a rate for each listed function is not provided by an Offeror.**

$$\frac{(\text{Lowest aggregate rate from all Offerors}) \times (\text{MPP}^*)}{(\text{Offeror's aggregate rate})} = \text{Offeror's Criterion Score}$$

*MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)

END OF PART A



ALASKA ENERGY AUTHORITY

**Informal Request for Proposals #18070
Diesel Engine Generator Set Review &
Cost Estimates Scope of Work**

June 8, 2018

The Alaska Energy Authority (AEA) is requesting proposals from Offerors to review a short list of no more than ten diesel engine generator sets provided by the Alaska Energy Authority (AEA) to determine the cost to complete the FY17 & FY18 State DERA Program recommendations.

AEA has a budget not-to-exceed \$7,500. This project includes federal funds through the Denali Commission, as well as State of Alaska funds.

Background Information

Each year AEA applies to use DERA funds to complete four to six repowers and replacement projects. These projects will replace antiquated mechanically-governed prime power diesel genset engines with newer, more fuel-efficient Tier 2 and Tier 3 marine engines. Detailed information about AEA's Clean Diesel program is available here: <http://www.akenergyauthority.org/Programs/DERA>

This project takes place in five steps:

Task 1: Confirm the rural community has a DERA eligible engine and submit emission table to Project Officer.

Task 2: Design and identify specifications – Procure contractual assistance for design of the engine/generator installations and development of specifications specific to each installation.

Task 3: Engine/generator procurement – Purchase engines, generators and associated equipment, including any required assembly and testing.

Task 4: Transport – Ship engines/generators and materials to the communities.

Task 5: Installation and commissioning – Install generator repowers / replacements, and obtain assistance to integrate the electronically controlled engines with the existing switchgear, fuel, exhaust and cooling systems. If requested, AEA staff will offer technical assistance during startup and commissioning of the engines.

AEA is seeking a cost estimating firm to provide cost estimates to replace the identified diesel engines in the selected communities as part of task 1.

Scope of Work, Deliverables and Schedule

A. **Scope of Work:** Offerors shall have the capacity and capability to perform the following:

The Contractor shall review a short list of no more than ten diesel engine generator set provided by AEA to determine the cost to complete the FFY17 and FFY18 State DERA program recommendations. For each community AEA will provide the diesel engine make, model, and serial number; generator end capacity; cumulative number of diesel engine runtime hours; and estimated average annual runtime hours of the existing diesel genset and the recommended repower or replacement information.

B. Deliverables:

- A memo describing the methods used to create the cost estimate.
- Spreadsheet with tabs by community with at least the following fields populated (a sample spreadsheet is included):
 1. Engineering design and permitting;
 2. Construction Management;
 3. Mobilization/De-mobilization;
 4. Engine repower or replacement (including gen-end if needed);
 5. Miscellaneous Parts/Hardware;
 6. Coolant and fuel piping;
 7. Exhaust connections;
 8. conduit, cable and electrical equipment;
 9. Miscellaneous strut, hangers and fasteners;
 10. Signs and valve tags;
 11. Switchgear upgrade and integration if needed;
 12. Overhead, including equipment rentals, tools, superintendent and crew;
 13. Commissioning, training for the local operator; freight; and contingency.

All supporting data and source files delivered electronically via email.

C. **Schedule:** The performance period of this contract will be upon request and the estimates are due two weeks after the request is made. A majority of this work is currently expected to occur in June and July, 2018. All services must be completed by September 30, 2018.



Alaska Energy Authority
SMALL PROCUREMENT DOCUMENTS
PART B - PROPOSAL FORM

THIS COMPLETED FORM MUST BE THE FIRST PAGE. NO OTHER COVER SHALL BE USED.

Project Title: Diesel Engine Generator Set Review & Cost Estimates

IRFP No.: 18070

PROPOSAL REQUIREMENTS

Proposals shall demonstrate comprehension of the objectives and services for the proposed contract; include a brief overview of what will be done; and show a sequence and schedule for each important task. Assumptions made in formulation of the proposal and the support expected from the Contracting Agency shall be defined. The key individuals who will perform services shall be named. Include a brief -- about one paragraph -- statement for each person named which describes **experience directly related** to the service(s) they will perform. Proposed subcontracts, if any, shall be explained. Resources -- support personnel, facilities, equipment,

etc. -- current and projected workload could be summarized. Any **unique** qualifications or knowledge of the project, project area, or services to be provided, should be identified. Firms interested in submitting a proposal must meet and be able to demonstrate the following minimum requirements:

1. Five years of experience in providing cost estimates for rural Alaska power systems, specifically diesel engines or gen-sets and transportation requirements.
2. Contractor must have successfully completed cost estimates for at least three rural Alaska power systems within the last five years.

ALASKA STATUTORY PREFERENCES **are** **are not** applicable to this contract.

If applicable, check those preferences that you (Offeror) claim.

- Alaska Bidder (Offeror) **AND>>** Veterans **AND >>** Employment Program **OR** Disabled Persons
 2 AAC 12.260(d) AS 36.30.175 **if applicable** AS 36.30.170(c) AS 36.30.170 (e & f)

Invalid claim(s) will result in the Offeror's disqualification for contract award.

PROPOSAL

The undersigned has reviewed Part A - RFP of these documents, understands the instructions, terms, conditions, and requirements contained therein and in the Standard Provisions Booklet, and proposes to provide the required services described in Part A in accordance with the attached letter which constitutes our proposal to complete the project.

By my initials below, I certify that the Offeror and all Subcontractors identified in the Proposal shall comply with all requirements for the following items as explained in the Standard Provisions Booklet:

- [X] Alaska Licenses and Registrations.
- [X] Insurance, including Workers' Compensation, Comprehensive or Commercial General Liability, and Comprehensive Automobile Liability.
- [N/A] Professional Liability Insurance as follows:
 - As available.
 - Minimum of \$300,000.

I further certify that I am a duly authorized representative of the Offeror; that this Proposal accurately represents capabilities of the Offeror and Subcontractors identified for providing the services indicated. I understand that these Certifications are

material representations of fact upon which reliance will be placed if this contract is awarded and that failure to comply with these Certifications is a fraudulent act. The Contracting Agency is hereby authorized to request any entity identified in this proposal to furnish information deemed necessary to verify the reputation and capabilities of the Offeror and Subcontractors. This proposal is valid for at least ninety days.

Signature and Date

Name :
 Title :
 Offeror (Firm) :
 Street or PO Box..... :
 City, State, Zip :
 Telephone - Voice.... :
 Telephone - Fax..... :

Federal Tax Identification No. :
 Type of Firm (Check one of the following):
 Individual Partnership
 Corporation in state of..... :
 Other (specify)..... :

END OF PART B

**SMALL PROCUREMENT DOCUMENTS
PART C - CONTRACT AWARD, NOTICE
TO PROCEED & INVOICE SUMMARY**

Agreement Number 18070:

Contractor:

Project Title: Diesel Engine Generator Set Review & Cost Estimates

CONTRACT AWARD & NOTICE TO PROCEED

You have been awarded this Agreement in accordance with Parts A, B & C of these documents and the following correspondence:

From:
To.....:
Subject.....:

Date :
Number of Pages :

This Agreement incorporates by reference the Small Procurement Standard Provisions Booklet dated March 2014. If you do not have a copy of the Standard Provisions Booklet, obtain one from the Contracting Agency. You are authorized to proceed with performance of this contract immediately and are required to complete it no later than: **September 30, 2018**.

The Agency Manager for this Contract is: Rebecca Garrett, Project Manager. Telephone-(Voice): (907)771-3042 Fax: 907.771.3044
Compensation for this Contract shall be by the method(s) and not exceed the authorized amount(s) shown in the Invoice Summary (below):

Accepted by the Contractor by:

Issued for the Contracting Agency by:

Signature _____ Date _____
Name:

Signature _____ Date _____
Name:

INVOICE SUMMARY

This Invoice is for [] Progress OR [] Final Payment. **Sequential Invoice Number for this Contract is: []**.

* Each firm may be compensated for this Contract by only one of the following Methods of Payment (as explained in the Standard Provisions Booklet):
Fixed Price (FP)Amounts entered in Columns "c" and "g" only Cost Plus Fixed Fee (CPFF) Columns "c", "d", "e", "f" and "g"
FP + Expenses (FPPE).....Columns "c", "e" and "g" only Time and Expenses (T&E) Columns "c", "e" and "g" only

Firms (Prime & Subcontractors)*	Meth of Pay	Labor (or FP)	Indirect Cost	Expenses	Fixed Fee	Total Price
Total Contract Amounts Authorized for All Firms						
Sum of Prior APPROVED Payments						
Sum for THIS INVOICE						
Sum of Prior Payments plus this Invoice						
Balance of Authorized Amounts						

PAYMENT

Purchase Order Code Term Date of Funding Source

CONTRACTOR'S PAYMENT REQUEST:

Signature _____ Date _____
Name: (Contractor's Project Manager)

PAYMENT RECOMMENDED: I certify this Invoice to be valid and accurate and that services were performed substantially in conformance with the contract requirements and schedule.

PAYMENT APPROVED: Based upon the payment recommendation and certification, I hereby approve payment.

Signature _____ Date _____
Name:

Signature _____ Date _____
Name:

SEE INSTRUCTIONS ON NEXT PAGE

**Alaska Energy Authority
INSTRUCTIONS FOR AGENCY ISSUE AND CONTRACTOR BILLING**

1. Agency Contract Manager - The Small Procurement Documents are organized for **only one Notice-to-Proceed (NTP) to be issued with the Contract Award for all services to be provided so that accounting procedures do not become unnecessarily burdensome and costly** (i.e., the Contractor is required to establish only one cost account for this contract). Also, this document (Pact C - Contract Award, Notice to Proceed & Invoice Summary) must be issued and signed by the Contracting Officer (or a written designee per DOT&PF Policy #01.01.050). All items with a text form field must be complete at the time this document is issued. Other items are completed by the Contractor with each billing.
2. Contractor - If this Contract Award & NTP is unacceptable, notify the Contracting Agency immediately. If acceptable, acknowledge by signature where indicated on page 1 **on a copy** of this document and return the signed copy within ten days after your receipt. **Retain the unmarked, as issued, document to be used for reproduction and billing.**
3. Contractor - Submit Invoices to the Agency Contract Manager named on page one of this document. Contractor may use the firm's invoice forms; however the Contractor must also **provide a copy of page one of this form as the FACE PAGE of each invoice submitted and with the following entries under "Invoice Summary" and "Contractor's Payment Request" accurately completed:**

- a) Indicate if the Invoice is for Progress or Final Payment and enter the Sequential Invoice Number for this Contract.
- b) In each column (c, d, e, f & g) where there is an Authorized Amount, show amounts for: Prior APPROVED Payments; THIS INVOICE; Prior Payments plus this Invoice; and Balance of Authorized Amounts.

Note **"Prior APPROVED Payments" amounts might not equal the total of all prior invoices if some items were disallowed or adjustments were made. If a prior billing has not been acknowledged with any payment, or a different amount from the billing was paid without any notification of the reason(s), Contractor may attach a request for an explanation and remedial action.**

4. Contractor - Sign and date under "CONTRACTOR'S PAYMENT REQUEST" thereby attesting to the following:

"By signature hereunder, the Contractor certifies entries to be true and correct for the services performed to date under or by virtue of said Contract and in accordance with AS 36.30.400. The Contractor further certifies that all applicable Federal, State and Local taxes incurred by the Contractor in the performance of the services have been paid and that all Subcontractors engaged by the Contractor for the services included in any invoice shall be fully compensated by the Contractor for such services."
5. Contractor - Substantiate all charges on each invoice, other than for Fixed Prices or Fixed Fees, by attaching a summary of hours expended and hourly labor rate per employee; summary of units completed; subcontractor invoices; expense receipts, etc.; or other proof of expenditures.
6. Contractor - **Prime Contractor's Labor and Indirect Cost shall be billed to the Contracting Agency within 45 days of performance. Subcontractors' Labor and Indirect Cost shall be billed to the Contracting Agency within 60 days of performance. All of the Contractor's and Subcontractors' Other Direct Costs (Expenses) shall be billed to the Contracting Agency within 90 days of being incurred. Charges submitted after the above stated times will, at the Contracting Agency's discretion, not be paid.**
7. Contractor - When this Contract is approximately 75% complete, the Contractor shall determine if the Authorized Amount(s) might be exceeded; and, if so, shall provide an estimate of cost to complete. The Contracting Agency will determine after discussion with the Contractor if additional cost is reasonable and does not include costs that should be absorbed by the Contractor. If additional cost is validated, a negotiated Amendment will be executed which either (1) reduces the scope of services/work products required commensurate with the Authorized Amount(s), or (2) increases the Authorized Amount(s) to that required for completion of the original contract.
8. Amendments - if required - will be issued per Article A8 of Appendix A, General Conditions, as contained in the Standard Provisions Booklet.

END OF PART C